

**Kilkenny and Carlow Education and Training Board**  
**Minutes**  
**24 June 2025**

Date: 24 June 2025  
Time: 3.30pm  
Venue: KCETB Office, Seville Lodge, Callan Road, Kilkenny

Attendance: Fergal Browne, Jenny Catt Slattery, John Coonan, Andrea Dalton, David Denieffe, Maria Dollard, Seán Lawlor, Ger Long, Madailín Mhic Lochlainn, Sarah Millea, Ann Penfold, Clare Ryan, Maurice Shortall, Kathryn Wall.

Also in attendance: Chief Executive (Acting) and Director of Schools Pauline Egan, Director of Further Education and Training Martha Bolger, Director of Organisation, Support and Development Liam Scott, Executive Support Kathleen Lennon.

Apologies: Mary Hilda Cavanagh, Deirdre Cullen, Jacqueline Sheil, Joe Sheridan

Chairperson Andrea Dalton presided at the meeting.

**1. Conflict of Interest**

At the start of the meeting, the Chairperson reminded members about procedures for dealing with any potential conflict of interest arising during a board meeting:

The ETB Act of 2013 and the Code of Governance (2019) both state that a member of an ETB board must absent himself/herself when the board is deliberating or deciding on matters in which that member has an interest. He/she should not take any part in any deliberation of the board relating to the matter, should not influence, or seek to influence, a decision to be made in relation to the matter and should not vote on a decision relating to the matter.

## **2. Condolences and Congratulations**

Congratulations were extended to John Coonan following his election as Mayor of Kilkenny County Council and to Maria Dollard as Deputy Mayor. Congratulations were extended to Daniel Pender on his election as Cathaoirleach of the Municipal District of Muinebeag and as Leas Cathaoirleach of Carlow County Council. Thanks were extended to the Fergal Browne the outgoing Cathaoirleach of Carlow County Council following the completion of his year in the role. David Denieffe was also congratulated on his appointment as Senior Vice President Operations (Chief Operations Officer) at South East Technological University (SETU).

Condolences were extended to those recently bereaved.

## **3. Minutes of the board meeting held on 20 May 2025**

The minutes of the meeting held on 20 May 2025 had been circulated to board members in advance (Document 200525-02). The minutes were taken as read.

The minutes of the meeting on 20 May 2025 were proposed by Jenny Catt Slattery, seconded by Ger Long and agreed.

The minutes were recorded as a true record of the proceedings of the board meetings held on 20 May 2025.

## **4. Matters arising from minutes**

No matters arising.

## **5. Appointment of Chief Executive**

The chairperson provided the following update to the board:

- I. The appointment of a Chief Executive is a reserved function [Section 12 (2)(b) ETBA 2013].
- II. Eileen Curtis, Chief Executive - Kilkenny and Carlow ETB provided notice of retirement to Kilkenny and Carlow ETB Board and the Department of Education on 18 November 2024. The date of retirement was the 31 March 2025.
- III. Following on from a Public Appointments Service competition, the Department of Education and Youth has informed Kilkenny and Carlow ETB that a suitable candidate,



Dr Lindsay Malone has been selected for appointment for the position of Chief Executive.

- IV. The above recommended candidate to be appointed as Chief Executive subject to the board's approval.
- V. Following the board's approval, the ETB will engage with Dr Malone to agree a start date and liaise with the Department to process the necessary documentation for her employment with Kilkenny and Carlow ETB.

The appointment of Dr Lindsay Malone as Chief Executive of Kilkenny and Carlow ETB was proposed by Ann Penfold, seconded by Ger Long and agreed.

## 6. Correspondence

### Department of Education Circular Letters - to be implemented

- 0032/2025 – Special Needs Assistant Allocation 2025-26
- 0033/2025 – Update to the capturing/ entry of pupil ethnicity to the Primary Online Data (POD) and the Post -Primary Online Database (PPOD)
- 0034/2025 – Graduate Certificate in Autism Education for Teachers Working with Autistic Pupils in Special Schools, Special Classes or as Special Education Teachers in Mainstream Primary and Post-Primary Schools, 2025/2026
- 0035/2025 – Post-Graduate Diploma Programme of Teacher Professional Learning for Special Education Teachers, 2025/2026
- 0038/2025 – Prescribed Material for Junior Cert English (For the student cohorts commencing Junior Cycle in 2025, 2026, and 2027 and presenting for examination in 2028, 2029, and 2030)
- 0039/2025 Approach and key measures to support the Forward Planning for Special Education Provision for the 2026/2027 school year and beyond
- 0041/2025 Publication of Child Protection Procedures for Schools 2025
- 0042/2025 Grant Scheme for ICT Infrastructure
- 0043/2025 Recruitment of Special Needs Assistants (SNAs) -Supplementary Assignment Arrangements for the 2025/2026 School Year
- 0044/2025 Banning the use of and access to personal mobile phones by pupils during the school day
- 0045/2025 Restricting the use of and access to personal mobile phones by students during the school day
- 0046/2025 Funding scheme for secure mobile phone storage solutions



**Other Departmental correspondence – for information**

- DEY (Department of Education and Youth)- 10 New UBU Services 2025
- DEY - Review of ETBI by DEY, SOLAS and DFERHIS

**Other correspondence – for information**

- TESS/TUSLA re: School Completion Programme Governance and Employment Framework

## **7. Chief Executive's Report**

Acting Chief Executive and Director of Schools Pauline Egan presented the Chief Executive's report:

### **7.1 Corporate Governance and Administration**

**Annual Report/Chairperson's Comprehensive Report**

It was noted that the Department of Education have confirmed receipt of Board sign off of the 2024 report.

**KCETB Newsletter**

A copy of the e-Newsletter had been circulated to members in advance of the meeting and illustrates the broad range of activities in which KCETB is involved.

**Ukrainian Educational Provision**

Enrolment figures were provided as was a full update on KCETB services and networking with other agencies in the provision of services to Ukrainian and other international protection refugees. The REALT Steering Group continues to meet and demand for places has been met to date. Updates are awaited regarding Beneficiaries of Temporary Protection and Bus Éireann.

**FET Ukrainian Update**

There have been movements in Kilkenny from the DAC (Designated Accommodation Centre) Wallslough to Callan, Co. Kilkenny; to Durrow, Co. Laois and also within Kilkenny city. Notification has been received of some movements from Blessington due to take place in August and relocating to Tullow.

## 7.2 Schools

Chief Executive (Acting) and Director of Schools Pauline Egan presented the following report:

### Teaching and Learning

The academic year concluded on 30 May for students with the completion of assessments for 1st, 2nd, 4th and 5th year students which took place the last two weeks of May. Students and staff were congratulated on their efforts throughout the academic year. Following completion of the State Examinations students were wished well on the next phase of their educational journey.

### School Planning is ongoing

A number of teachers attended the ETBI Middle Leaders Summer School *Supporting Middle Leaders: Nurturing Leadership for a Changing World* in University of Galway from 18 to 20 June.

### SNA June Training

CPD/ Professional Learning Events were delivered for SNAs during June as follows:

- Managing Relationships and Professional Boundaries in the school community
- Epilepsy Awareness and the Administration of Buccal Midazolam
- Introduction to Restorative Practices
- Manual Handling
- First Aid Response

### Governance and Management of Schools

#### End of Year Governance for Schools

- Schools have submitted their individual Annual Reports for 2024/25 to KCETB
- Schools have been advised of their commitments regarding the Arrangement of Croke Park Hours for 2025/26

### Admissions Policy

The revised ETBI school admissions template documents have issued to schools. These updated documents incorporated a number of changes, including those required on foot of the publication of CL 39/2025 *Approach and key measures to support the Forward Planning for Special Education Provision for the 2026/2027 school year and beyond*.

### Staffing - Allocations and Recruitment

- The sequencing of teachers to the scheme for 2025/2026 was completed.
- The recruitment to schools for 2025/26 was ongoing.
  - There were two deputy principal's vacancies in the following schools:



- Deputy principal post for KCVS – interviews took place on 13 June.
  - Deputy principal post for Gaelcholáiste Cheatharlach.  
The previous post holders were acknowledged for their work and wished well in their new roles.
- National Council for Special Education (N.C.S.E.) have issued the Post Primary mainstream allocation for SET and SNAs and Special Class Teachers.

### **Co-operation Hours – Special Schools**

A pop-up briefing took place on 27 May with the senior management teams from Special Schools regarding arrangements for recruitment 2025/26.

## **7.3 Further Education and Training**

Director of Further Education and Training Martha Bolger presented the following report:

### **Governance**

**Budget:** Following the meeting with SOLAS on 20 May it was advised that a number of cost saving measures were being reviewed including:

- A reconfiguration of provision to best suit the needs of learners.
- A review of staffing levels.
- A review of non-pay costs/ services including cleaning and advertising.

**Capital Projects:** A meeting was held with SOLAS on 10 June, a lift installation for College of FET Kilkenny, Ormonde Road Campus, was discussed.

**Ministerial Visits:** Minister of State at the Department of Further and Higher Education, Research, Innovation and Science Marian Harkin visited the KCETB FET Team on 9 June and was provided with an overview of FET provision at KCETB.

Minister Harkin also visited Kilkenny on 11 June, where KCETB hosted the SOLAS initiated Community Education Framework Group, a presentation of Community Education provision nationally was showcased.

### **Green Skills 2030**

In October 2024 SOLAS published *Green Skills 2030 – the 1st National Further Education and Training (FET) Strategy for the Green Transition*. An Implementation Roadmap is currently being developed, and KPMG are assisting in this process.



Initial draft actions included actions in the area of traditional building technologies/ skills, agriculture, biodiversity and sustainability. The Director of FET has engaged with SOLAS regarding these actions.

**Recruitment:**

Ms Una O'Dwyer commenced as Senior Training Advisor on 9 June 2025.

A number of posts are vacant and will be reviewed later in the year in line with the available budget.

**Teaching and Learning**

**QA – Results Approval Meeting** took place on 22 May. Full time provision presented a range of reports from External Authenticators. The following centres had results approved:

- Carlow Institute of FET
- College of FET Kilkenny
- VTOS Carlow
- VTOS Kilkenny
- Training Services

This was the largest results approval held to date by KCETB. The feedback was excellent and confirmed that KCETB is not only achieving the national standard but exceeding it.

Recommendations included:

- Referencing – and referencing online
- Use of camera / video evidence to demonstrate skills.

**Youth Office:**

The UBU Progress Reports 2024 for the UBU projects have been submitted including the following 6 UBU projects:

- Carlow Town and Environs (CRYS)
- Carlow Traveller Project (CRYS)
- Bagenalstown and Carlow South (CRYS)
- Tullow and Environs (CRYS)
- Gateway Kilkenny (Ossory Youth)
- Rural Provision (Ossory Youth)

## 7.4 Organisational Support and Development

Director of OSD Liam Scott presented the following report:

### Human Resources

#### Recruitment

- Teacher recruitment for the 2025-2026 academic year has progressed well.
- The new E-Recruitment System for KCETB staff recruitment has been established.
- The 2025/26 Panel for Special Needs Assistants across Kilkenny and Carlow ETB schools has opened.
- Interviews for the Clerical Officer Panel have commenced.

#### Appointments

- Theresa Doyle was appointed as the Home School Community Liaison Co-ordinator in Coláiste Aindriú and Duiske College.
- Orla Ryan was appointed as Information Officer in the Adult Education Guidance Service in Carlow.

#### Onboarding Project

- The development of an on-line system for the onboarding of new employees has progressed to an advanced stage.

#### Adult Educator Conversion Process

- Work has commenced on the calculation of arrears for those members of staff who have converted to the role of Adult Educator.

### Corporate Services

#### Leases

- **Burrin Street, Carlow (BTEI Carlow) Community Education Carlow / Youth Office**  
Renewal of lease –Period of cover 01.01.26 to 31.12.27 (revised from 1 year at May meeting)
- **Unit 1B Burrin Street, Carlow (BTEI Carlow)**  
Renewal of lease – Period of cover 01.12.25 to 30.11.27 (revised from 1 year at May meeting)
- **1A Burrin Street, Carlow (Adult Guidance Carlow)**  
Term of Lease – 01.01.26 to 31.12.27 (revised from 1 year at May meeting)
- **Unit 4, Danville Business Park – Training Services**  
Term of Lease – 5 years from 1 February 2026 to 31 January 2031.

## Capital Projects

1. **Kilkenny Schools Campus**
  - a. The enabling works have commenced and are scheduled for completion this year.
  - b. The tender report for pre-qualification of construction contractors has been submitted to the Department.
  - c. The Department have requested a QS review of costs.
  - d. The transfer of lands is being finalised by the legal teams.
2. **Gaelcholáiste Cheatharlach**
  - a. Sanction has been received for the school extension project to proceed to Stage 2b which provides for the development of detailed planning application designs.
3. **Coláiste Mhuire, Johnstown**
  - a. A decision on the planning application for the school extension is due in August.
4. **Grennan College Thomastown**
  - a. The modular unit providing general classrooms is operational.
  - b. Sanction has been received for the school extension project to proceed to stage 2b which provides for the development of detailed planning application designs.
5. **Duiske College, Graigenamanagh**
  - a. Discussions on the Viability Report for replacement and increased accommodation using the Department's Modular Accommodation Framework are ongoing.
  - b. The tender report has issued for emergency electrical works.
6. **Borris College**
  - a. The Design Team submitted the Stage 2A developed design for additional accommodation to the Department in early February.
7. **Coláiste Eoin, Hacketstown**
  - a. Roof repair emergency works are substantially complete.
  - b. Site surveys have commenced to facilitate the additional accommodation project.
  - c. A new SEN classroom is to be provided from existing space.
8. **Kilkenny City Vocational School**
  - a. The fire safety project is progressing well and substantially complete.
9. **Grennan Equestrian**
  - a. Planning permission for refurbishment and extension has been received from Kilkenny County Council.
  - b. Sanction has been received to proceed to stage 2b which provides for the development of detailed planning application designs.

**10. Coláiste Cois Siúire**

- a. A request for accessibility reconfiguration works to facilitate a SEN student is with the department.

**11. 2025 Summer Works Scheme**

- a. Summer Works Technical Reports are currently being prepared for submission by 30 June.

**12. PV Programme**

- a. PV panels are being installed at Coláiste Eoin, Coláiste Aindriú and Gaelcholáiste Cheatharlach.

**13. Corporate HQ**

- a. Further information on the Corporate HQ proposal has been provided to the Department.

**14. FET College**

- a. SOLAS are to instruct on the appointment of a Design Team.

## Finance

The income and expenditure report to the end of May 2025 was presented.

## Governance

**1. Training**

- a. Governance Training - Board
  - o 6 KCETB members have completed Phase 3 training.
  - o 3 KCETB members registered for phase 3 training on 19 and 26 May.
  - o IPA are to provide more sessions on the direction of the Department.
  - o A recording of phase 2 and 3 will be provided for the 5 year term of the Board.
  - o Training for Chairs of the Audit and Risk and Finance Committees provided by IPA/ETBI/IAU took place in June.
- b. Interview Training
  - o Competency Based Interview Training was provided by the Communications Clinic for OSD Senior Management and a board member on 28 May, and a further date is to be scheduled.

**2. E-Recruitment**

- a. Jobtrain is now operative and running efficiently.



### **3. Climate Action**

- a. The Public Sector Climate Action Mandate return for 2024 has been submitted to SEAI.

## **8. Risk Management**

### **1. Health and Safety**

- a. The Health and Safety Work Programme 2025 is ongoing

### **2. ISMS, Cyber Security and ICT**

- a. An analysis of ISMS, Cyber Security and ICT infrastructure is being developed under the new Department of Information, Technology and Governance (ITG)
- b. KCETB will implement the sectoral strategy in these areas and progress towards the baseline standards.

### **3. Internal Audit**

- a. Two Internal Audit Reports have been received from the IAU and will be discussed by the Internal and Audit Committee shortly.
  - i. Apprenticeship Audit
  - ii. PLC and Co-operation Hours
- b. IAU- ETBs Audit Plan 2025
  - i. ESOL (English for Speakers of Other Languages) programme – scheduled for August
  - ii. Local Training Initiatives (LTI) follow up – re-scheduled for July
  - iii. SOLAS Capital funding; devolved funding and completed projects – scheduled for September
  - iv. FET Management Accounting and Budgetary Control Processes – commenced May and ongoing

### **4. External Audit**

- i. The OCAG are to commence the external audit on the Annual Financial Statements 2024 in July 2025.

#### 4. Pension Inaccuracies

- i. A discussion took place regarding pension inaccuracies which were previously mentioned to the KCETB Board on 20 May 2025. This is a national issue which both the Audit and Risk and the Finance Committee are aware of. There are 9 ETBs in a similar situation. KCETB await further instructions on how to proceed from the Department of Education. The matter will be discussed in detail by the Audit and Risk Committee.

#### 6. Revenue Review

- i. A Self-review for 2023 and 2024 on VAT accounted for on Telecommunication, Broadcasting & Electronic (TBE) Services, where the supplier of the services is established in another EU State or outside the EU is ongoing in discussion with Revenue.

### 9. Nominees to attend ETBI Annual Conference

ETBI Annual Conference will take place on Thursday 9 October 2025 in Slieve Russell Hotel, Cavan. The following delegates expressed their interest in attending:

1. Andrea Dalton
2. Ger Long
3. Ann Penfold
4. Clare Ryan
5. Jacqueline Sheil (sent on by email after the meeting)

### 10. Appointment to KCETB Committee and BOMs

- a. A nominee was sought for the Finance Committee and expressions of interest were sought from members.
- b. Eileen Curtis was confirmed as the KCETB nomination to the Board of Management of Castlecomer Community School.

### 11. (a) Minutes and Reports of ETB Committees and Boards of Management for information/approval



Minutes of Boards of Management and committees were noted and confirmed as appropriate by the Board.

#### **11. (b) Report from ETBI Reserve Members Forum**

No update was provided at this meeting.

#### **11. (c) Report from Finance Committee**

No meeting of the Finance Committee took place since the last meeting of the board.

#### **11. (d) Report from Audit and Risk Committee**

The Audit and Risk Committee are scheduled to meet on 27 June.

#### **12. Matters for approval, adoption or confirmation by the Board**

##### ***160925 - KCETB 01 Minutes of previous meeting(s)***

Adopt the recorded minutes of the meeting held on 20 May 2025. The minutes will be published online.

Correspondence received and noted.

##### ***160925 - KCETB 02 Chief Executive's Report***

For adoption

##### ***160925 - KCETB 03 Corporate Services***

Approve leases

##### ***160925 - KCETB 04 Finance***

For approval

##### ***160925 - KCETB 05 Risk Management***

For approval/adoption/noting

##### ***160925 - Appointment of members to KCETB Committees and BOMs***

For approval

##### ***160925 - KCETB 07 Report of Committees***



For information – BOM minutes

Unless stated previously the above items were adopted by the board as proposed by Jenny Catt Slattery and seconded by Ger Long and agreed.

### 13. Other Business with prior permission of the Chair

As agreed with members the February meeting of the KCETB board will take place on 24 February 2026. This was the only change to the proposed meeting dates for 2025/26 which had been circulated to members in advance of the meeting.

KCETB's commitment to reduce the carbon footprint of board meetings was restated. The recruitment team were complimented for their work during the transition to the new E-Recruitment System.

Chief Executive (Acting) and Director of Schools Pauline Egan was thanked for her work during the interim period since the retirement of Eileen Curtis.

### 14. Date of next meeting

Tuesday, 16 September 2025 at 3:30pm in Carlow Institute of Further Education.

Signed: 

Date: 16/9/25